



# BYLAWS

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# BYLAWS

## LABORATORY ANIMAL SCIENCE ASSOCIATION

Founded 1963

Registered Charity No. 233068. Registered Company No. 8707797

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AMENDED: 1976, 1982, 1986, 1990, 1994, 1995, 1996, 1998, 1999, 2009, 2011, 2012 and 2014

To promote the advancement of laboratory animal science by furthering scientific understanding and knowledge of the use, care and welfare of laboratory animals and promote refinement, reduction and replacement.

These Bylaws are used in the implementation of the Articles of Association.

#### 1. Name

The Association shall be called the Laboratory Animal Science Association or LASA.

#### 2. Aims

The aims are:

To promote the advancement of laboratory animal science for the benefit of the public. In furtherance of this object, but not otherwise -

To promote the interchange of scientific information among persons interested in laboratory animal science by means of meetings, lectures, demonstrations, discussions and publications as appropriate;

To encourage education and training in laboratory animal science;

To co-operate with other bodies interested in laboratory animal science, welfare and technology

To be the UK association of laboratory animal professionals and scientists leading the development of laboratory animal science.

#### 3. Membership

a. The Association shall consist of Honorary, Full, Institutional, Student and Retired Members. Council shall have the power to elect as:

- i. Honorary Members: Persons who shall enjoy such privileges as may from time to time be determined by the Council and who shall not as such be liable to pay a subscription;
- ii. Full members: Persons who hold appropriate qualifications in science, veterinary science, medicine or technology, or who, by their experience and attainments, satisfy Council of their suitability;
- iii. Institutional Members: Such academic, commercial, industrial, research or other organisations associated with the breeding, care, study or use of laboratory animals as are from time to time approved by the Council. An Institutional Member in good standing shall be entitled to name four (4) nominees, and shall be entitled to receive such benefits as may be agreed.

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- iv. Student Members: Persons who are in full or part-time education leading to a relevant qualification who satisfy Council of their suitability. On payment of a reduced subscription, such members shall be entitled to receive such benefits as may be agreed by Council.
  - v. Retired Members: Members of at least five (5) years continuous membership who have permanently retired from full-time salaried employment. On payment of a reduced subscription, such members shall be entitled to receive such benefits as may be agreed by Council.
- b. Candidate's membership shall be agreed by Council.
- c. Each Member shall pay an annual subscription, the maximum amount of which shall be determined by an Annual or an Extraordinary General Meeting on the proposition of Council. The subscription shall be payable in advance and shall become due each year on 1 January.
- d. Any Member may resign from the Association by giving notice in writing duly signed to the Honorary Secretary prior to 1 January. Upon the resignation of any Member, the Member shall not be entitled to any repayment of the subscription or any part thereof.
- e. Any Member whose subscription is not paid within six (6) months will have their membership terminated.
- i. Members may be expelled from membership of the Association as per the Articles of Association.
- 4. Composition of Council (Board of Directors)**
- a. The Council shall be elected from amongst voting members of the Association and shall consist of the:
- President
  - Honorary Secretary
  - Honorary Secretary (External Affairs)
  - Honorary Treasurer
  - Honorary Meetings Secretary
- And not more than eleven (11) ordinary members, of which up to three (3) may be appointed Vice Presidents
- The Immediate Past President shall be *ex officio* a member of Council for the year following retirement as President and therefore shall be one of the eleven ordinary members of Council.
- The President Elect, if not already a member of Council, shall be elected to Council for a period of one year prior to their election as President and therefore shall be one of the eleven ordinary members of Council.
- b. In addition, Council shall have the power to co-opt Full Members to serve on Council until the next Annual General Meeting or for some specified shorter period, but co-opted members shall not have the power to vote at Council meetings.
- c. 25% of Council (including Executive Officers) shall retire each year, normally on the basis of length of service.
- d. With the nominee's prior consent, nominations for Council can be made by four (4) full members of the Association. All such nominations will be supported in writing by the applicant.

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- e. If a vote is required, not less than fourteen (14) days before the said Annual General Meeting, a list of the candidates shall be forwarded to each Honorary and Full Member entitled to vote. The ballot list shall clearly indicate the number of vacancies.
- f. The names of those elected to Council shall be declared during the Annual General Meeting, and they shall assume office on 1 January following the AGM.
- g. All service on the Council shall be honorary and without remuneration. No salaried official of the Association shall be eligible to serve on the Council in any capacity.
- h. The Office of members of the Council shall *ipso facto* be vacated:
  - i. if they become bankrupt or suspends payment or compounds with his/her creditors;
  - ii. if they are found mentally abnormal or becomes of unsound mind;
  - iii. if by notice in writing to the President or Honorary Secretary they resign their office;
  - iv. if they cease to be a Member of the Association.
  - v. if, in the view of Council, they fail to attend a sufficient number of Council meetings
- i. The Council shall be entitled to appoint a Full Member of the Association as a member of the Council to fill a vacancy, howsoever caused. The person so appointed shall hold office until the Annual General Meeting next after his/her appointment, and shall then retire but shall be eligible for election.

## 5. Officers (Executive Directors)

- a. The Officers of the Association shall be the President, not more than three (3) Vice-Presidents, the Honorary Secretary, the Honorary Secretary (External Affairs), the Honorary Treasurer and the Honorary Meetings Secretary.
- b. The President shall be elected annually for a period of not more than four (4) consecutive years to be followed by one (1) further consecutive year *ex officio* on Council as Immediate Past-President, but shall not then be eligible for further service on Council until an interval of at least one (1) further year has elapsed.
- c. A President Elect shall be elected on the third (3<sup>rd</sup>) Annual General Meeting following the appointment of a President or twelve (12) months prior to the date the President expects to stand down (if sooner).
- d. Subject to the approval of Council, at least one (1) and up to three (3) Vice Presidents shall be nominated by the President, from within the existing council structure. Each Vice President will be selected to assist the President with a defined task, and will serve in this capacity for a period of not more than four (4) years.
- e. Officers and all Directors shall serve for four (4) years, subject to confirmation by annual re-election at the Annual General Meeting. They may serve for three (3) consecutive terms but shall not then be eligible for re-election to the same office until an interval of at least one (1) year has elapsed.

## 6. Council (Board of Directors)

- a. The business of the Association shall be managed in accordance with the Articles of Association.
- b. The Council shall meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit. Two (2) Officers and any four (4) other members of Council shall constitute a quorum.

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- c. The President of the Association or, if absent, the Immediate Past President or else a Vice President shall be the chairman of the meeting of the Council, and if neither the President, Past President nor a Vice President be present at the commencement of any meeting of the Council, the members of the Council shall select a chairman for that meeting from amongst those present.
- d. Decisions arising at any meeting of the Council shall be decided by the majority of members and in the event of the votes being equally divided, the Chairman shall have a casting vote.
- e. Council may have the power to establish, determine the powers and mode of conduct of business of its individual members, regulate and dissolve committees, scientific sections and its representatives on other bodies.

## 7. Secretariat

Council has powers to appoint a Secretariat to conduct the day-to-day administration of the Association in accordance with the aims of the Association. Council will remain responsible for the affairs of the Association. A representative of the Secretariat will attend meetings as Council deems appropriate.

## 8. Honorary Secretary

The Honorary Secretary will be responsible for the conduct of the correspondence of the Association; attendance at all General Meetings of the Association and meetings of the Council, the taking of minutes of the proceedings of such meetings; the reading of all minutes and communications that may be ordered to be read; the superintendence of such publications as the Council may direct.

## 9. Honorary Treasurer

The Honorary Treasurer shall be responsible for the preparation of the accounts for presentation to Council and the AGM. Accounts will be prepared and reviewed in accordance with the Articles of Association.

## 10. Payments

Payments on behalf of the Association may be authorised by the Honorary Treasurer or if absent by the President or Honorary Secretary. All payments shall require the signature of two (2) Officers, or one (1) Officer and a senior member of the Secretariat. No payment shall be authorised by the beneficiary.

## 11. Honorary Meetings Secretary

The Honorary Meetings Secretary shall be responsible for overseeing and coordinating the meetings of the Association's Scientific Sections; to organise the Annual Scientific meeting and such other meetings as Council may direct.

## 12. Scientific Committee

The Scientific Committee shall be composed of the LASA Meetings Secretary and the Convenors of the Specialist Sections of the Association. Other members of LASA with specialist knowledge may be co-opted to the Committee when it is addressing specific issues at the request of Council.

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The object of the Committee is to support and advise LASA Council, and to report on at least an annual basis:

- a. in the advancement of laboratory animal science
- b. on specific issues when requested by Council  
and to
- c. promote the interchange of scientific information among members of LASA by means of meetings, lectures, demonstrations, discussions and publications as appropriate.

Meetings of the Scientific Committee will normally be called by the Honorary Meetings Secretary twice yearly. Additional meetings may be arranged if requested by any member of the Committee or by Council.

## 13. Specialist Sections

LASA may have a number of Sections with particular interest groups.

- a. Sections may be formed in a specialism relevant to the Association's objectives, following the submission of a proposal.
- b. Each Section is organised by a Convenor who shall be a member of the Association.
- c. Section Convenors shall be elected for a period of up to three (3) consecutive years and may be eligible for re-election to the same office.
- d. Each Section shall have a programme for meeting the requirement of the Scientific Committee. Notification of the meetings will be from the Section Convenor. Each Section Convenor will submit a report to the Meetings Secretary.
- e. Finances of each section meeting will be administered in conjunction with the LASA Secretariat. Section Convenors, in conjunction with the LASA Secretariat will submit a financial report, which will be incorporated into the Honorary Treasurer's Report.
- f. If sponsorship for the Section Meeting is sought, the Convenor should liaise with the Association's Treasurer or the officer responsible for sponsorship.
- g. Closure of any Section will be at the discretion of Council.

## 14. Annual General Meetings and Extraordinary General Meetings

- a. An Annual General Meeting shall be held in accordance with the Articles of Association.
- b. The agenda of the Annual General Meeting, which shall be circulated to Members not less than twenty one (21) days before the Annual General Meeting, shall contain nominations made by Council, the names of those Council members retiring and of those continuing to serve.
- c. The business of an Annual General Meeting shall include:
  - i. to receive and consider the accounts, the balance sheet and the reports of the Honorary Secretary and Honorary Treasurer, and such other reports as Council shall determine;
  - ii. to appoint an appropriate person to examine the accounts;
  - iii. to transact any other business which under these Bylaws ought to be transacted at an Annual General Meeting.
- d. If any Members have any proposal to make to an Annual General Meeting they shall give at least seven (7) days written notice thereof to the Honorary Secretary. Proposed changes in the Bylaws must be approved by a majority of those present.



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- e. An Extraordinary General Meeting to transact specified business shall be called by the Honorary Secretary if requested in writing by fifteen (15) or more Honorary or Full Members.

## 15. Other Meetings

The Council may at its discretion arrange for meetings to be held for matters considered by the Council likely to further the object of the Association, whether by means of lectures, discussions or otherwise, and the Council shall determine the conditions of admission to, manner of conduct and output and publication from such meetings.

## 16. Notices

- a. Members are responsible for notifying the Association of up to date contact details (including email address(es)). They shall notify the Honorary Secretary of the Association in writing of an address at which notices may be served upon them, which shall be deemed to be their registered place of address.
- b. Communication from the Association may be served electronically, unless otherwise specified by the Member.

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